**Responsibilities of a Susick PTO Secretary**

**Identification**

The Secretaries main role is handling the basic secretarial duties such as recording information and communicating that information.

**Responsibilities**

They are also responsible for distributing the minutes to president prior to the meeting so that the president can create the agenda with resolved or unresolved items mentioned in those minutes. In addition, they will arrange the meeting room and gets the word out about upcoming events and fund-raisers, handles correspondence, and communicates with parents, teachers and student by passing out necessary flyers and emails. They are also responsible for setting up a filing system for the correspondences, donation and company contacts and any other information provided to them or involving the PTO events and passing them onto the next secretary to refer to if needed. Legal Records are kept for 7 years then destroyed. See the Treasurer if a filing system is needed. Attend executive board meetings and participate in discussions and decision making. Take minutes at the PTO meetings, type them up, and distribute them to the other officers in a timely fashion (within 2 weeks of the meeting. Photocopy the minutes from the last general meeting for distribution (and approval) at the upcoming general meeting. Prepare the sign-in sheet, set out nametags if required. Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTO meeting. If a coordinator is not established or committed to the Bulletin board displays, it is up to the secretary to update these monthly so the display stays fresh. As you plan the design, consider who will see the display (students, teachers, parents, or some combination). Prepare notes of thanks, sympathy, inquiry, etc. as needed on behalf of the PTO and with approval of the executive board. Keep the Board informed with any planning of events during the process. See bylaws for other responsibilities not noted.

**Time Commitment**

PTO Secretary spends at least three or four hours a month on assisting the organizations affairs pertaining to the PTO. They must attend monthly general meetings and executive board meetings to take minutes. They serve for one school year unless voted in during the general election in April/May to serve a 2nd term. If they or other officers want to run for additional terms beyond the bylaws ruling of 2 unless running unopposed, the membership must vote to waive the rule in order for the Officer to be voted into office for the additional terms. This action must be conducted at a membership meeting and by majority vote.

**Qualifications**

The PTO secretary must have a child enrolled in the school. They should be able to assist and negotiate with administrators, teachers and parents to find creative, mutually beneficial solutions. They must be organized and prepared to answer any questions that pertain to the correspondences and material as well as questions asked by the board and membership pertaining to any minutes produced during the year for accuracy and approval.

**Misconceptions**

**A PTO is not the same as a PTA.** According to PTO Today, the Parent Teacher Organization (PTA) is a formal organization with a nationwide structure and local chapters. Schools with a local PTA chapter pay dues to the national PTA in return for support and a unified voice in national educational policy. In contrast, local **PTO** chapters are not united in a national organization with a unified voice and runs with rules they have established.